



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Field Technician II
DEPARTMENT.....:	Finance
DIVISION.....:	Purchasing/Warehouse
CLASSIFICATION/GRADE.....:	Field Technician II/104
REVISED.....:	12/2020
REPORTS TO.....:	Purchasing/Warehouse Manager
REVIEWED.....:	12/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Work performance of manual labor and skilled clerical work such as computer entry of inventory activities. Warehouse work environment conditions are such as and not limited to, noise, heat, cold, and dust. Position requires the capability to physically lift and load stock items, which may weigh 40-50 lbs. Field Technician II position requires operation of forklift(s), hydraulic jack, and other equipment used in a warehouse. It also includes general office work such as being able to fill out forms. Handheld computer device used on a daily basis. This position also makes deliveries to various office sites throughout the parish government. Position mandates after hours on call rotation shared with other Field Technician II positions.

Vital/Critical – Field Technician II is a Tier One level of re-entry after emergency situations, mandated to report to work prior to other non-critical parish employee. 12-hour shift work performed during these times.

BASIC FUNCTIONS:

1. Assist daily in warehouse inventory control functions.
2. Control stock levels available on shelves as required.
3. Notify Warehouse Buyer of any problems as soon as possible for adjustment.
4. Keep area clean and neat, this includes floors, shelves, and other work areas.
5. Issue and receive all warehouse stock for the parish, complete document procedure.
6. Complete all necessary forms used in daily operations.
7. Daily computer entry done to charge out and receive inventory.
8. Deliver stock to various departments throughout the parish as the need arises.
9. Perform minor repairs and maintenance as required.
10. Must be available for emergency call.
11. Daily operate machinery such as a forklift, pallet jack, and other warehouse equipment.
12. Maintain Forklift safety / check list as required.
13. Must work with staff / Annual Inventory Audit / which may require after hours works.
14. Required to fill in for the position of mail clerk, if assistance is needed, when staffing permits.

OTHER REQUIREMENTS:

1. Must be flexible and accept supervision.
2. Must be physically able to lift 40-50 lbs.

3. Must have basic computer skills needed to work on PC, iPad (handheld device) on AS/400 daily.
4. Must be available for emergency calls.
5. Must have a LA driver's license.
6. Must be trained /able to operate all equipment used for loading and offloading.
7. Must observe safety rules established.

EDUCATION / EXPERIENCE

1. High School diploma or GED.
2. Two-years warehousing experience.
3. Basic computer skills.
4. Forklift trained / Certification preferred